

CITY OF CLEWISTON

Position: Communications Officer (Dispatcher)

Department: Police Department

Position Summary: Receive complaints and dispatch police, animal control and/or fire units as needed. Maintain various logs and reports; provide assistance in records as necessary. Experience preferred but will train. Must be willing and able to work shift work. Position is open till filled. Equal Opportunity Employer – Drug free/tobacco free workplace

JOB DUTIES

1. Take complaints by phone and walk-ins.
2. Dispatch police, fire, and animal control officers to calls.
3. Operate radio for police department, fire department, city departments (after hours), and animal control officers.
4. Make copies (complaint reports, accident reports, etc.).
5. Answer phones, transfer calls, take messages.
6. Accept money and writes receipts.
7. Give information such as directions, etc.
8. Take, dispatch, and log fire and wrecker calls.
9. Type complaints, arrests, log arrests, and review officers' arrest reports.
10. Transmit and receive messages between divisions of own agency and other law enforcement agencies.
11. Monitor silent alarm system to detect illegal entry into business establishments.
12. Contact police officers to verify assignment locations, monitors dispatched units and, when necessary, serves as liaison with caller.

REQUIREMENTS

1. High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
2. 25 wpm typing skills.
3. **Must be willing to work shifts, weekends, and holidays.**
4. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
5. Ability to write routine reports and correspondence.
6. Considerable independent judgment and discretion is involved when representing the City in communications with the public and employees.
7. Capable of working with minimum supervision.
8. Capable of meeting deadlines.
9. Capable of maintaining good working relationships with others.
10. Capable of producing accurate work.
11. Capable of working in stressful situations.
12. Must have good oral and written communication skills.
13. Must have organizational skills.

If interested, please contact Shari Howell, Human Resources. EOE,DFWP

January 7, 2016